

**OZARKS TECHNICAL COMMUNITY COLLEGE  
FACULTY SENATE REGULAR MEETING MINUTES**

Thursday, January 31, 2019 3:00PM

## Agenda

Meeting Items
Call to Order
Roll Call
Approval of Minutes from Last Meeting
Reports
Open Issues
New Business

### Item I: Call to Order

Andrew Crocker called the meeting to order at 3:01 PM.

### Item II: Roll Call

**Senators present:** Robert Clark, Martha Crise, Brian Gray, Kristine Harris, Curtis Klotz, Elaine Kramer, Gary Lumley, Gary Verch, Landon Vinson, Melissa Wittmer

**Senators absent:** Jim Bridwell, Martha Crise, Tina Engel, Carl Hamm, Jonathan Herbert, Lisa Miles, Kelly Miller

**Guests:** Andrew Goodall, Julie Coltharp

### Item III: Approval of Minutes from Last Meeting

Minutes from September were approved.

### Item IV: Reports

A. No new information on Office Window signs but intension is to order from the OTC Print Shop

### Item V: Open Issues

- A. Discussion regarding digital preparation of students
- a. Current preparation includes:
    - i. OSSP – Self course (currently revamping)
    - ii. Resource page within Canvas (also under review)
    - iii. Canvas support station during first week of class in the Spring
    - iv. Canvas announcement of “tips and tricks” basic FAQs
  - b. Discussions:
    - i. Should class be required or should a shorter OSSP class be developed? Should they be required to complete the OSSP? Other online colleges have a required course like that...
    - ii. Should computer expectations be required so students aren't trying to take a class on their phone?
    - iii. Is there any overlap in topics between the OSSP and OTC 101? OSSP is actively suggested of online students but some would like to see a “course” for seated students as well.

- iv. Students don't always understand when their classes open and what they need to be successful.
- B. Discussion with Assistant Dean of Students Andrew Goodall regarding withdrawing students for behavior concerns.
  - a. Dean Goodall gives some clarity and suggestions
    - i. Expectations for student behavior is outlined in the student code of conduct – should be updated yearly or often
    - ii. Administrative Withdrawal should be for extreme situations
    - iii. Students have the right to due process – One of the first steps if it cannot be handled in the classroom quickly and effectively is to send the student to the Dean of Students. Let the Dean of Students know immediately so that action can be taken.
  - b. Discussion:
    - i. Students in the classroom should be able to learn without disruptive students – bit reports? Administrative withdrawal?
    - ii. It would be nice to have the disciplinary process alongside the code of conduct – including interim actions
    - iii. Policies regarding student disengagement should be addressed specifically in the syllabus.
    - iv. Tech Ed has “employability points” each day to incentivize consistent work and attention and there is something similar in Allied Health called “soft skills”
- C. Discussion regarding Saturday classes that coincide with long OTC weekends.
  - a. Tabled to February because of technical difficulties
- D. Discussion regarding OTC Senate participating in the America Heart Association's Heart Walk
  - a. Heart walk – April 6 5K – All faculty invited and headed up by the Faculty Senate = Form a committee to provide action steps (Andrew and Martha) Donations?
- E. Discussion regarding offering some degree of appreciation for adjunct instructors
  - a. Brainstorming – Department funds? Campus Wide? Token of appreciation around holidays like gift cards, etc? Holiday Party? Local businesses to support with a dinner or lunch? Adjunct of the month with nominations from each department? Recognizing a few at a time with profiles, etc? Gary Lumley and Melissa Wittmer will follow up with research and suggestions.
- F. The date of the April Faculty Senate Meeting will be moved to April 11 due to the school calendar.

## **Item VI: New Business**

- A. Policies regarding community organizations using OTC grounds?

*Meeting adjourned at 3:55 pm.*